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Chief, Management Staff

13 December 1954

Director of Security

Security Office Table of Organization

1. The Management Staff has recently completed a survey of the Security Office. It has recommended a reorganization of the office to provide two deputies with specific jurisdictions over the two principal operating components of the office, namely, Personnel and Physical Support and Investigations and Operational Support. Pursuant to this recommendation, there is submitted a proposed organizational structure which has been coordinated with Management Staff and in which it concurs.

2. In connection with the reorganization and in order to provide an adequate force to handle the increased work load of the office it is requested that the Security Office Table of Organization of [] and ceiling of [] be increased to a revised T/O and ceiling of []. Justification therefor is presented below.

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3. On 14 January 1953 a T/O of [] for the Security Office was approved based on justifications for the personnel requirements presented. On 1 June 1953 five additional slots were approved in view of the [] Program, which was added to the responsibility of this office, for a total of []. On 4 December 1953 two individuals, including their slots, were transferred to FE in connection with a special project, reducing our T/O to []. However, we have been operating under an imposed ceiling of [] and currently we have [] people on board.

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4. Through the proposed re-organization the physical security activity would be elevated to division status consonant with the recommendation of the office of the Inspector General.

5. The current composition of the Security Control Staff would be changed in order to permit a small Policy Staff to concentrate on major security policy matters

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and the remainder of the present Staff, engaged in clearances and related activities, to be transferred to a newly established Employee Activity Branch of the Personnel Security Division.

6. The Security Support Division will have three major branches, namely, the Investigative Branch, the Operational Support Branch and the Correspondent and Records Branch.

OFFICE OF THE DIRECTOR OF SECURITY

This office would be reduced from [] positions by transfer of the Emergency Planning Officer and his secretary, positions T-264 and T-391, to the Policy Staff, and by transfer of the CI activity in position T-405 to the Security Research Staff.

25X1

SECURITY RESEARCH STAFF

In this Staff positions T-257, T-258 and T-143 would be transferred to the Physical Security Division in order to consolidate all technical functions within one area of the Security Office. Position T-395 would be transferred to the Physical Security Division since these functions have a relationship to other responsibilities of that Division as set forth later. The remaining [] positions would be augmented by the addition of [] positions plus the transfer of an additional position from the office of the Director of Security for a total of [] positions proposed for this Staff.

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In our considered judgment this additional strength is needed in this activity as a step toward safeguarding the Agency against penetration by the conduct of CI Research in areas currently being neglected. Certain major findings with national implications have been uncovered by personnel in this activity during recent months. These facts are known by senior officials of the Agency who, we believe, would agree that appropriate coverage should be supplied in this area.

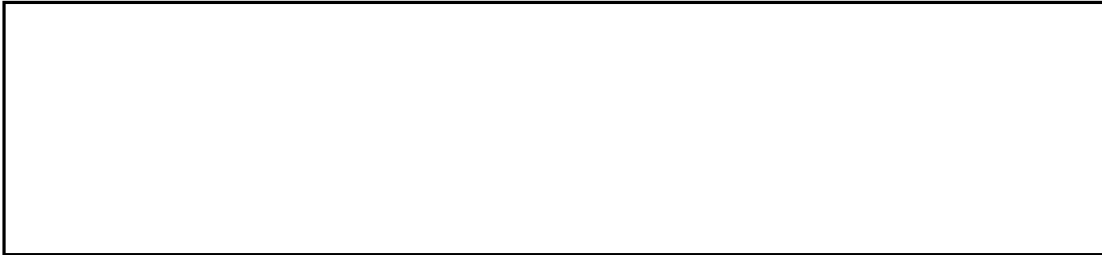
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POLICY STAFF

This new staff would be comprised of [] people. Slots T-15, T-16, T-17, T-219, and T-23 are now in the Security Control Staff and slots T-264 and T-391 are in the office of the Director of Security. The transfer of the latter two slots is suggested since the emergency planning functions has some similarity to the functions of the Security Control Staff in that it involves coordination within and outside the Agency resulting finally in the establishment of firm policy and procedures, and it reduces the number of employees in the office of the Director of Security. The [] professional and [] clerical personnel would continue to concentrate in the increased area of security policy problems and requirements including consultations and guidance to individuals and committees, domestic, as well as foreign.

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ADMINISTRATION AND TRAINING STAFF

No organizational change is proposed for this Staff at this time. It is operating at full strength with a total of [] people.

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INSPECTION STAFF

This Staff would be reduced by two professional positions since current operations indicate such strength to be adequate at this time.

DEPUTY DIRECTOR FOR PERSONNEL AND PHYSICAL SUPPORT

The creation of this office results in the addition of two slots. The incumbent of the executive position would provide over-all guidance and coordination to the security program with specific responsibility for the direction of personnel security and physical security activities.

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PERSONNEL SECURITY DIVISION
(Office of the Chief)

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Slots T-39 and T-251 would be transferred to the Physical Security Division. An assistant to position T-423 and one secretary stenographer would be added leaving the total at [] positions. The transfer of the first two positions appears logical since their duties relate to the building safety and security program. The work of T-423 is CI in nature, having to do specifically with a "follow thru" on reported weaknesses in security involving cases under the jurisdiction of the Personnel Security Division. Certain uncovered areas plus the current work loads suggest the need for an additional professional employee. Clerical assistance heretofore borrowed from other parts of the office and clerical overtime performed in this area, indicates the pressing need for an additional stenographer.

Clearance Branch

This Branch was formerly known as the Personnel Security Branch. It would continue with [] positions in the Office of the Chief.

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The [] as well as the []
[] would continue with [] positions in each.

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The [] would continue with [] professional people. The backlog in clerical work and excessive overtime requires the addition of one clerk-stenographer.

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The [] would continue with its present [] positions. Past experience proves the need for at least that number of clerical employees.

Interrogation Research Branch

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The current T/O of this Branch of [] would be reduced to []. Currently [] people are on board.

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Employee Activity Branch

This is a newly established branch of [] positions. Positions T-18, T-19, T-218, T-269, T-249, T-21, and T-24 would be transferred from the Security

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Control Staff. The work in this area naturally has increased in proportion to the strength of the Agency. During the last fiscal year, for instance, approximately 2,525 requests were handled for security clearances on submission of academic papers, publishing of articles and books, for delivering public addresses, and so forth. During this year approximately 3,600 requests for established liaison contacts were handled. During the last 6 months the figures were 1700 and 2600, respectively. This reveals the trend of the work load. Four additional positions are proposed.

PHYSICAL SECURITY DIVISION

This operation is elevated from Branch to Division level and divided further into operational branches and sections. The current T/O totals Adjustments in this Division would include the following:

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Engineer	T-39	Transferred from SD
Engineer	T-251	Transferred from SD
Investigator	T-395	Transferred from SRS
Security Res. Spec.	T-257	Transferred from SRS
Security Res. Spec.	T-258	Transferred from SRS
Security Assistant	T-143	Transferred from SRS

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New Positions

Clerk Stenographer	To be added to the Office of the Chief	1
Clerk Stenographer	To be added to the Technical Branch	1
Assistant to T-395	To be added to the Technical Branch	1
Assistant to the Chief, Physical Security Division		1
Technical Assistant		1
Two Security Clerks added to the Security Service Section in the program of changing safe combinations and disposition of classified waste.		2
Two Physical Security Officers, one for the Building Security Branch and one for the Physical Survey Branch		2

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Office of the Chief

The Office of the Chief, Physical Security Division is proposed to include a chief, a deputy, and an assistant for over-all supervision and policy guidance. Clerical assistant for this group would include one secretary.

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In addition this office would contain two safety engineers plus one stenographer. Adequate personnel to handle the safety program as set forth in CIA Regulation [] have not been available. One individual is currently assigned to such work, however, the grade structure has made it impossible to recruit adequately qualified individuals in this specialized field. Engineer positions numbers T-39 and T-251 would be attached to this office. One stenographer for clerical support would be added. The firearms officer, position number T-81, would also be included in this office.

Technical Branch

This Branch would include a chief, a deputy, [] technicians and one secretary. Positions number T-395, T-257, T-258 and T-143 would be transferred from the Security Research Staff. Assistant to the Chief, one technician and one stenographer would be added.

The effort of this Branch would include the responsibility of coordinating the combined technical aspects of the Security Office; supervision of the staff of [] in the Office of the Director of Central Intelligence engaged in security measures and functions in the interest of protecting material and personnel of the office; the continued research in equipment and material designed to increase security protection of space, material, and advanced counter measures in their application; and the function of protecting the interest of CIA in assisting Agency employees in the various problems of loss or possible compromise of classified material which may be occasioned by neglect, illness, death or other various personnel difficulties. Past experience reveals the need for [] persons to carry on these activities.

Building Security Branch

This Branch will encompass a chief, a deputy, [] Physical Security Officers and one secretary for the over-all supervision of the receptionists, guards, badge and credential program, Night Security Officers, and the disposition of classified waste and safe technician functions. One Physical Security Officer and two security clerk positions would be added to this Branch for a total of [] Backlogs in changing of safe combinations, the tremendous increase in the total of classified waste, and increases in other general building security problems prompted by the added buildings of the Agency during the past years require this number of personnel.

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Security Survey Branch

25X1 This Branch would include a chief, a deputy and
 25X1 [] investigators and [] clerical employees. One
 25X1 investigator would be added to the Branch for a total
 of [] persons. Major responsibilities of this Branch
 include surveys of buildings in this area as well as in
 [] investigation of violations.
 Demands for activity in both of these areas have contin-
 ued to be greater than could be handled by the existing
 staff.

**DEPUTY DIRECTOR FOR INVESTIGATIONS
AND OPERATIONAL SUPPORT**

One professional and one clerical would be utilized
 in this capacity. This would be accomplished by the
 transfer of present slots T-362 and T-104. This office
 is created for the same reasons advanced for the other
 proposed deputy, namely, to provide over-all guidance
 and coordination to the security program with specific
 responsibility for the direction of investigations and
 operational support activities.

SECURITY SUPPORT DIVISION

25X1 This Division, [] has
 operated for a considerable length of time with personnel
 inappropriately slotted. This was necessitated by a
 rather marked change in requirements without effecting
 T/O adjustments. The number of personnel suggested is
 based on the number actually working in these areas over
 a period of time unless indicated to the contrary.
 25X9A2 [] people are working in Headquarters in this Division
 in excess of the current T/O. Since 1952 the operational
 support requirements have grown consistently from a very
 small demand on our services to a current volume requiring
 approximately 50% of the effort of the Security Support
 Division at Headquarters as well as approximately 25% of
 25X9A2 [] old consist
 personnel.

25X9A2 The Investigations Branch would be composed of a
 [], or a reduction of
 three positions in this office.

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25X1 25X9A2 The [] which controls [] contractual sources of investigative services utilized by our office, would continue at their present strength of two supervisors and two clerical, and in addition supervise the processing and records activity comprising [] employees. This results in one additional clerical slot.

25X1 The [] would continue with their current strength of [] people in handling clearances pertaining to covert personnel. [] slots are on the current T/O. 25X9A2 25X9A2

25X1 The [] would continue with their [] employees handling all investigative assignments received from the Personnel Security Division and other parts of the office for assignment to the field. [] slots are currently provided. 25X9A2 25X9A2

25X1 25X9A2 The [] would continue with their [] employees performing security clearance work as related to projects. This element would be reduced by one slot.

25X1 25X9A2 The [] would continue with their [] employees on matters relating to clearances on operational type cases.

25X1 The Operational Support Branch would include [] employees and would handle support activities, as distinguished from clearances, servicing operating offices of the Agency. It would include the [] individuals presently required on the OS/SI Desk. In addition, it includes the activity encompassing the security interest in [] the CI activity as it applies to specific follow thru on alleged weaknesses of security cases under the jurisdiction of the Security Support Division, and the clandestine support activity which handles numerous security requests for assistance, guidance and recommendations, particularly as applies to covert processing and procedures. The net result is the requirement of [] additional positions for the Security Support Division over the current T/O. 25X9A2 25X1 25X1

25X1 The present field T/O of [] would be reduced by twelve positions to a revised total of []. However, since our current on-board strength is [] this would 25X9A2 25X9A2

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permit the recruitment of agents and clerical, or a total of additional people.

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In analyzing the Agency requirements for investigation and support, 1952 is used as a period when cases were being handled with reasonable expediency. Case loads for 1952, 1953 and 1954 reveal the following:

	FY 1952	FY 1953	FY 1954
SSD Case Load			
Clearance Cases	19,188	18,743	13,616
Name Checks	5,283	5,316	6,097
Oper. Support	<u>1,027</u>	<u>1,027</u>	<u>2,034</u>
	24,471	25,086	21,747
SD Case Load			
Clearances	9,839	7,447	5,768
<input type="text"/>	<u>4,636</u>	<u>5,208</u>	<u>5,596</u>
	14,475	12,655	11,364

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This shows some decrease in open and semi-covert cases and an increase in support cases. Current reports from the Office of Personnel and other CIA components reveal a steady demand only slightly larger than the 1954 output. However, the support-type cases are, according to operating officials, to be increased by approximately 10%. Records for the past 6 months confirm that about 90% of the efforts of the Headquarters Staff of the Security Support Division is now engaged in support work.

Using this as a good logical formula for a basis of analysis, it is pointed out that the case load in 1952 required agents. Had contractual services been eliminated, 19 additional agents would have been required, or a total of agents, to handle the work in an efficient manner. At the present time, after justifying the 12 persons above T/O actually working in Headquarters, we have agents in the field. On the basis of this analysis agents are required or an increase of 33. The increased activity of the Security Research Staff results in additional requirement on the field and four agents are proposed to be added for this purpose. The 10% increase in operational support would suggest another three agents for a total of agents. Proportionate increase of clerical as heretofore proven essential, would suggest for a total of added to the field over current strength.

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It is observed that the slots in the SO pool of the present T/O are to be absorbed through the adjustments requested.

It is agreed that no promotion actions will be initiated in new positions or proposed upgraded positions until Classification and Wage Division has completed their analysis.

Sheffield Edwards

Attachments:
Charts

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